

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-13 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 13 September 2006

LAST DATE FOR FILING APPLICATION IS: 4 October 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

()	Architect	()	Engineer
(X)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **DCP0702 HD1**

PROJECT TITLE: **Study and Design for Renewable Energy Projects**

PROJECT LOCATION: **Statewide**

APPROPRIATION SOURCE: **To be determined by projects**

AVAILABLE AMOUNT: **\$500,000**

ESTIMATED CONSTRUCTION COST: **N/A**

TOTAL FEE, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

X)	Lump sum established set fee per C.7, §38G(a)	500,000	Dollars
(

IMMEDIATE SERVICES AUTHORIZED:

X) CERTIFIABLE BUILDING STUDY
(

X) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(

X) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(

X) CONSTRUCTION PLANS AND SPECIFICATIONS
(

X) ADMINISTRATION OF CONSTRUCTION CONTRACT
(

X) OTHER: RENEWABLE ENERGY FEASIBILITY STUDY
(

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

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N.B.1: This contract will be a “house doctor” contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the advertised lump sum fee.

N.B.2: DCAM may award up to four contracts to qualified designers under this contract.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

This advertisement is for firms expected to provide the majority of the requested services “in-house” to DCAM and user agencies as renewable energy house doctors. Subcontracting for specific specialties is allowed:

During the project development phase the renewable energy house doctor is to:

- Conduct feasibility studies which may include the following tasks:
 - Assessing renewable energy resources, including but not limited to the following:
 - Wind – conducting on-site wind resource assessment; install MET tower and collect data.
 - Solar – determining solar incidence and shading.
 - Assessing physical constraints, including but not limited to the following:
 - Wind – determining structural capacity of soil for potential wind turbine(s).
 - Solar – determining load-bearing capacity, age, life expectancy and square footage of rooftop (if applicable).
 - Reviewing annual electricity consumption for previous one or two years and calculating existing and projected electricity needs and costs; determining load profile (base and peak)
 - Estimating the size, placement, capacity and installed cost of the renewable energy system; performing economic analysis and determining payback
 - Identifying the necessary elements of the electrical load center and determining possible location(s) for inverter, disconnect switch, conduit, data acquisition system, and other balance-of-system components.
 - Identifying any permits or approvals required to construct, install and interconnect the system.
 - Preparing a report documenting all of the aforementioned information for the site.
 - For wind power projects:
 - Assess environmental impacts of proposed wind turbine(s) with respect to local, state and federal reviews.
 - Assess noise impacts of proposed wind turbine(s), if needed.

During design and construction.

- For projects procured under Chapter 149 – Prepare necessary design documentation to bid the construction of the project.
- For projects procured under Chapter 25A
 - Prepare schematic design specifications for inclusion in an RFP for design and installation of the system.
 - Review the design to ensure optimal performance and consistency with the prescribed system specifications
- For applicable design projects (may not apply for design build Ch. 25a projects), provide oversight of the installation, equipment startup and operation including the following:
 - Confirm the system is properly installed and complies with the design specifications.
 - Ensure that the new equipment is in accordance with the design specifications.
 - Ensure that the facility staff has received proper operation and maintenance training prior to project final acceptance.
 - Develop and submit a report documenting equipment startup and training activities and deficiencies.

APPLICANTS ARE URGED TO REVIEW AND BECOME FAMILIAR WITH THE FOLLOWING SUPPLEMENTAL MATERIAL, WHICH IS AVAILABLE ON THE WEB AT:

1. **Massachusetts Technology Collaborative, Large Onsite Renewables Initiative, Application Materials and Other Information,** www.mtpc.org/renewableenergy/large_renewables.htm

APPLICANTS ARE URGED TO REVIEW THE FOLLOWING DOCUMENT WHICH IS AVAILABLE FOR INSPECTION AT THE DESIGNER SELECTION BOARD, ROOM 1609, McCORMACK STATE OFFICE BUILDING, ONE ASHBURTON PLACE, BOSTON, MASS, 02108:

1. **DCAM / MTC Intergovernmental Partnership Agreement, April 2006.**

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

The applicant agrees to execute *DCAM Form C-2 Contract for Designer's Services*, or its successor, without revisions or modifications.

Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

CONDITIONS FOR APPLICATION:

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

- | | |
|-----------------------------------|------------------------------|
| 1. Architect/Engineer (as prime) | 3. Structural/Civil Engineer |
| 2. Mechanical/Electrical Engineer | 4. Cost Estimator |

If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

- | | |
|---|---|
| 1. Performing feasibility studies for wind and/or solar PV systems. | 3. Commissioning renewable energy systems including conducting functional and pre-functional tests of wind and/or solar PV systems. |
| 2. Designing and preparing specifications for wind and/or solar PV systems. | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, will be rejected as non-compliant and will not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.